



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 22, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Gary Olds		Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:46 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
Cory Meyer	IT/GIS Director	Present	9:21 AM
Jacob Galyon	GIS	Present	9:30 AM
Will Habiger	GIS	Present	9:30 AM
Sherie Taylor	GIS	Present	9:30 AM
Kevin Howser		Present	9:35 AM
Russel Stukey	Emergency Management Director	Present	9:40 AM
Doug Russell	Assistant Fire Chief	Present	9:40 AM
Valynda Porter		Present	9:49 AM
Amanda Webb	Planning/Special Projects Director	Present	10:00 AM
Julie Gibbs	Health Department Director	Present	10:07 AM
Bob Isaac	Planner	Present	10:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds asked the Board to assist the citizens to match the Revenue Neutral Rate Form to have the mill levy rate and consistent with the tax bills. Olds recommended separating out the RCPD mill levy rate.

Ward asked to schedule an interview for the Director of Community Corrections either next Monday or Thursday.

The Board agreed to hold the interview on Monday, August 26, 2024.

Holeman asked the Board to add an executive session to the end of today's agenda.

Move to add an executive session to the end of today's agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

Tuesday morning, I toured the Riley County Police Department jail with Mark French. He went over some of their procedures they do with the inmates. He showed me some of the improvements he wanted to make. They have installed some AI cameras in the special lockups. It detects when a person is acting irrationally and alters the Correction Officer's desk.

Tuesday afternoon was the construction update meeting at the EMS building. Things are on schedule and there is a lot going on. The administrative side has steel in place and metal decking on the roof. They are working on the apparatus bay walls. The ambulance station side has the concrete floor, and walls will start when apparatus bay walls are done.

Wednesday was the Juvenile Detention board meeting. They received some Covid money and used it to buy items for the school and other improvements. They are setting up the school because Junction City schools quit supplying the teacher and materials. A schedule of extra privileges has been set up to reward good behavior. They also have added the AI cameras to monitor suicide watch and other special circumstances. They had one complaint filed. The juvenile who filed a complaint was 6'7" and 400 pounds. He was combative and it took several people to get him into his room. He said staff beat him up. DCF investigated and camera footage cleared them.

Ford's Comments:

Monday afternoon I attended the August meeting of the Riley County Law Enforcement Board at Manhattan City Hall. Among the items of discussion was approval of the consent agenda, and update from the Fraternal Order of Police Lodge #17, several board member comments, a lengthy discussion on the RCPDs Fiscal Planning and Solvency directive, and a very lengthy discussion on affirmation of discipline. Remember next month's meeting will be held in the City of Randolph.

Tuesday morning, I listened in on KDOT's K-18/I-70 Interchange Local Officials Meeting via Teams. It was a great listening introduction to hear from KDOT as they prepare to do a major renovation at exit 303 (Clark Creek Road) in Geary County. Micheal Heigert and Faith Lamb discussed and summarized perceived concerns, as well as alternative solutions, and then presented their final recommendations and solutions, and then listened to input, questions, and concerns.

Also Tuesday afternoon I attended the August Board of Directors meeting with the Manhattan Area Chamber of Commerce. After the call to order we passed the Consent Agenda which included financials through July 31st as well as membership account. General item discussion including the Nominating Committee approval, discussion of federal priorities for 2025, Board Retreat agenda, an update on other priorities including a new business park, housing, and childcare. We heard chamber board reports, as well as updates from staff and what they are working on as well.

Wednesday morning, I took part in Konza United Way's Community Investment Day up on K-State. It gave me a chance to listen to and interact with the nineteen different agencies from the United Way service area that they fund. This group present will be tasked with deciding where the funds for 2024 will go and whom they will go to. With well over 500 grand in actual asks and only about 234 grand to give it will be extremely difficult to make those decisions. It also

allowed me to reflect on what an incredible social services network we have across the area. Amazing and compassionate who operate these agencies. Thankful to all of the individuals who took the day off to volunteer their time to do this as well.

Wednesday afternoon I attended the August meeting of the Flint Hills Metropolitan Planning Organization. Among the items of discussion were both a financial and staff update. KDOT gave their usual update as well. We passed the minutes from the July meeting, approved amendment #4 of the 2024 Transportation Improvement Plan, Also approved both the Manhattan Functional Classification and Public Participation Plans, and we authorized staff to send a letter to the Junction City Commission regarding the ATIIP Grant application. Lastly, we discussed the process for the annual review of Jared Tremblay, Planning Manager, MPO and then we adjourned.

Wednesday evening, I was over in the City of Ogden for KDOT's Public Meeting on the proposed K-18/I-70 interchange project. Met with officials from Benesch, KDOT, and many for the community to discuss the project in length. I gave KDOT a recorded interview on my initial thoughts and opinions on the project moving forward as well.

Business Meeting

3. Bid Recommendation Stainless Steel Dump Box

Move to accept the low bid submitted by American Equipment Co., of Kansas City, Kansas, for a Stainless Steel Dump Box in the amount of \$40,727.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Victoria Fisher, a new hire, as a Custodian I, in the Public Works Department, at a Range 1, at \$17.69 per hour.
- Kim Arpon, a new hire, as a Utility Technician, in the Public Works Department, at a Range 10, at \$25.13 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$737,448.38 and the following warrant vouchers for August 23, 2024:

2022 Budget

Univ Park W&S Cap Reserve	\$5,280.00
TOTAL	\$5,280.00

2024 Budget

County General	\$500,014.55
Disaster Fund	566,795.94
Health Department	113,418.28
County Auction	799.30
Motor Vehicle Operations	8,079.17
Capital Improvements Fund	12,298.05
Economic Development	12,213.96
Emergency 911	5,779.81
Solid Waste	13,978.63
County Building	5,637.78
Road & Bridge Cap Project	100,988.23
RCPD Levy/Op	30,735.90
Landfill Closure	1,552.69
Riley Co Fire Dist #1	26,115.61
Fire Dist Projects	2,057.12
University Park W&S	7,698.17
Keats Capital Project	4,510.70
Hunters Island Water Dist	1,877.69
Carson Sewer Benefit Dist	1,184.59
Deep Creek Sewer	1,677.55
Moehlman Bottoms	386.51
Valleywood Operations	2,243.59
Terra Heights Sewer	4,522.33
Konza Water Operations	3,648.07
Lakeside Heights Sewer	134.87
University Park Lagoon	7,019.00
KDOC Adult Services	6,021.57
KDOC Juvenile Services	5,168.68
KDOC Juv Reinvestment	931.92
BJA Grant	3,948.45

21st Jud Dist DC ADSAP	25.99
City Alcohol Funds	450.00
GMCF Grant	34.82
Daniel Keating Foundation	482.59

TOTAL..... \$1,452,432.11

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Aug 19, 2024 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM **Barry Wilkerson, County Attorney**

9. Staff update

Wilkerson presented the County Attorney's Office update.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session

Holeman said the KAC Legislative Platform issues from Riley County have been submitted.

Holeman discussed setting the date for the Riley County Legislative meeting.

The Board suggested December 9th, 12th, or 16th.

9:35 AM Cory Meyer, IT/GIS Director

11. IT/GIS Staff Update - August 2024

Meyer presented the IT/GIS staff update.

9:50 AM Brittany Phillips, Budget and Finance Officer

12. 2025 Riley County Fire District #1 Public RNR Hearing

Phillips asked the Board to open the RNR Hearing for Fire District #1.

Move to open the RNR Public Hearing for the Riley County Fire District #1.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Ford asked for public comment.

No comment.

Ford closed the public hearing.

Move to approve "Resolution No. 082224-40, A Resolution of the Riley County, Kansas, Board of County Commissioners to levy a property tax rate exceeding the Revenue Neutral Rate of Riley County Fire District No. 1" for the tax year 2025.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Stukey introduced Jake Konrardy Deputy Chief of Administration.

10:05 AM

Brittany Phillips, Budget and Finance Officer

13. 2025 Riley County Public Budget Hearing

Focke moved to open the Public Hearing for the 2025 Riley County Public Budget Hearing.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Phillips presented the 2025 Riley County Budget.

Ford asked for public comment.

No public comment.

Ford closed the Public Hearing.

Ford said good work everyone on the 2025 budget.

McKinley thanked the department heads for their work.

Move to approve and sign the 2025 Riley County Budget Certificate as published in the amount of \$104,576,791 and the Special District Funds Certificate totaling \$7,159,139.

2025 Riley County Agency appropriations below:

AGENCY:	FINAL:
Emergency Shelter	\$ 16,000
Prairie Paws	\$ 60,000
Genealogical Society	\$ 3,500
Riley County Extension	\$ 667,380
Riley County Council on Aging	\$ 327,981
Pawnee Mental Health	\$ 350,000

Big Lakes Development	\$ 232,685
Community Corrections	\$ 149,884
Riley County Conservation District	\$ 55,136
ATA Bus	\$ 150,000
Chamber of Commerce	\$ 55,000
Flint Hills Veterans Coalition	\$ 1,000
Downtown Manhattan, Inc.	\$ 5,000
MPO Contribution	\$ 3,358
Riley County General Eco Devo	\$ 132,850

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:20 AM

Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

14. RCHD Out of State Travel Request

Gibbs presented the out of state travel requests.

Move to approve Out of State Travel Requests for Lisbeth Posligua-Andrade, Earlisha Killen, and Cathrine Jones, three WIC employees to attend the National WIC Association Nutrition Education & Breastfeeding Conference in Baltimore, Maryland.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner

SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:30 AM

John Ellermann, Public Works Director/County Engineer

15. Out-of-State Travel Request

Ellermann presented the out of state travel request.

Move to approve the Out of State Travel Request for David Willis to attend the 2024 international GIE+EXPO in Louisville, Kentucky.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:35 AM

Bob Isaac, Planner

16. Amend Section 5.2 Use Specific Standards; Section 5.3 Accessory Buildings, Structures and Uses; and Section 4.19 Planned Unit Development (PUD) of the Riley County Land Development Regulations.

Isaac presented the amendments to the Riley County Land Development Regulations.

Focke expressed concern with legal liability of propane and ammonia tank placement.

Parker said he has reviewed the amendments and is comfortable with them as proposed.

The Board agreed to table the amendments and reschedule for Thursday, August 29th.

10:56 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Clancy Holeman, Riley County Counselor, Bryant Parker, attorneys for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the

County Commission Chambers at 11:30 a.m. Rich Vargo, Riley County Clerk; Brittany Phillips, Budget and Finance Officer; and Elizabeth Ward, Human Resource Manager, will be present for a portion of the executive session to present factual information.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:30 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:30 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12:00 PM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect no binding action was taken during the executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12:00 PM

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12:30 PM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12:31 PM

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley